

# REQUIREMENTS FOR ROOF, FLOOR, AND WALL MOUNTED OR SUSPENDED EQUIPMENT

Community Development  
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## Information

This handout describes the minimum submittal and structural requirements for roof, floor, and wall mounted or suspended equipment. For a complete description of the required items listed, please see the “Required Details for a Building Permit Submittal” hand out. All work must meet the minimum requirements of the City of Menlo Park’s Municipal Code and 2019 Building Standards Code.

Plans shall be drawn to a scale of 1/4 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets no smaller than 18 inches x 24 inches but not to exceed 34 inches x 44 inches in size. All copies shall be “wet signed” by the appropriate architect, designer, and/or engineer (i.e. original signature and stamp is required on each copied sheet). In all cases, the equipment must be installed per the current building code, engineering principles and manufactures specifications.

If a project has received a Use permit or Variance from the City of Menlo Park Planning Division, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

## Submittal requirements

Please provide three full size sets of plans. A complete set of plans includes the following:

- Three copies of the structural engineer’s calculations
- Two copies of the Title 24 Energy calculations

Suspended From roof/floor or wall mounted

- 100 lbs. or less: permit and plan required
- 101 lbs. and over: permit, plans and structural calculations required

Roof/floor mounted

- 200 lbs. or less: permit and plan required
- 201 lbs. and over: permit, plans and structural calculations required

## Menlo Park Fire Protection District review

Depending on the scope of work for proposed residential projects, the Menlo Park Fire Protection District (MPFPD) may require submittal for a permit, plan review and inspection. Please contact them directly for submittal and inspection information at [www.menlofire.org](http://www.menlofire.org) or at 650-688-8425.

The MPFPD is a separate and independent entity from the City of Menlo Park. It is responsibility of the applicant or applicant’s representative to coordinate the submittal, review, approval and inspection for Fire Code related work with the MPFPD. Please be aware, a Building permit from the City of Menlo Park will not be issued until the MPFPD has approved the project if they require a permit.